This position description should be utilized as the basis for your online position posting with Faculty Affairs and submitted to Human Resources Programs along with the Employee Requisition.

Program	Learning Resource Center
Position Tile	Instructional Student Assistant – Learning Resource Center Tutor
Job Class Code	1150 Instructional Student Assistant
Position Summary	Under supervision, Instructional Student Assistants in this classification perform instruction, grading or tutoring duties for the majority of work hours in a given academic program or equivalent administrative unit over the course of the academic term. Assignments are approved by a specific supervisor within the academic program/administrative unit.
	Learning Resource Center Tutors will support the entire CSUCI community in learning across disciplines. LRC Tutors will be willing to learn and employ effective tutoring strategies and to review or learn content as necessary. Tutors may organize and oversee weekly workshop sessions associated with relevant courses. Tutors are also embedded into supported courses, attending class meetings as part of their paid hours.
Assignment	The positions we expect to fill are conditioned on budget and enrollment.
Position Requirements	Admission or registration as a CSU student. Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course. <Include all required qualifications/skills to perform this position> Applicants who wish to tutor must: • Demonstrate an advanced skill level and expertise in the subject(s) they wish to tutor by receiving a grade of B+ or higher in those courses, as documented on their academic transcripts.

Grading – Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points; and/or

Tutoring – Individual or group instruction requiring advanced knowledge of discipline or subject matter.

Learning Resource Center Tutors will work under the supervision of the Director, Learning Resource Center and Academic Success Services and other LRC staff. LRC Tutors will participate in mandatory presemester training retreats and ongoing professional development throughout the semester. LRC Tutors will work directly with students in the LRC Physical and Zoom Tutoring Center to assist them with their learning of content and study skills. They will assist students with homework assignments, exam preparation, and interpretation of laboratory experiences -- at all times emphasizing conceptual understanding and independent learning skills.